

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Central Intelligence	27 October	
2	Deputy Director of Central		
3	Intelligence		
4		10/30	BT
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>David 7 No. Mtg They are transition from old to new members &amp; need some time to settle in. I'll ✓ with them early in '79 to see if a mtg might be useful. UK BT</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			25 Oct 78
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO. 237 Use previous editions  
1-67

GPO : 1974 O - 535-857

(40)

10/30 Called  
no need for mtg.  
✓ in Jan / Feb.

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Executive Registry

78-3382

25 October 1978

MEMORANDUM FOR: Director of Central Intelligence  
Deputy Director of Central Intelligence

STAT FROM :  Chairman  
Secretarial/Clerical Management Advisory Group

SUBJECT : ~~Secretarial/Clerical Management Advisory Group~~  
~~Quarterly Report, July-September 1978~~

Attached is the Secretarial/Clerical Management Advisory Group report for the third quarter of 1978. We look forward to continuing to make inputs on current issues and starting an independent look at previously identified secretarial/clerical concerns. As mentioned before, we welcome the opportunity to comment or assist you on any secretarial/clerical issues which may arise.

STAT

Attachment:  
As Stated

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	<u>PROJECT</u>	<u>STATUS</u>	<u>DEADLINE</u>
	Publicize MAG	Handout, "Your Voice to Senior Management," was supplied to the New Employees Orientation Course and to the Secretarial Administration Course, both given periodically by OTR.	Completed
		Posters listing the new members and their phone numbers are being made for the bulletin boards.	On-Going
	Comments on Performance Evaluation Task Force Report on Fitness Report System	Provided comments through the E Career Service Senior Secretarial Panel to Mr. Carlucci.	Completed
STAT STAT	<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> Secretarial Issues	The MAG responded to questions from the <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> DDO secretaries about their ceiling levels, separation of professional vs. non-professional secretaries and the conversion from secretarial to professional officer status.	Completed
	Proposed DCI Career Opportunity Booklet	Comparative data compiled on secretarial/clerical career opportunities was forwarded to DDA.	Completed
	Meet with other Agency Advisory and Working Groups	Met with the DDA Women's Group to discuss secretarial training and shorthand issues.	Completed
	Transition of new members	Outgoing members in process of briefing their replacements.	December 1978

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<u>PROJECT</u>	<u>STATUS</u>	<u>DEADLINE</u>
Meet with Mr. Hetu of the CIA Public Affairs Office	Meeting arranged at Mr. Hetu's request.	12 December 1978
Shorthand Refresher Course	The MAG attempted to get a Shorthand Refresher Course to be held during working hours in a classroom equipped with typewriters. OTR could only arrange a class held after hours and without typewriters. MAG plans to monitor the new course.	March 1979
Career Management of Secretarial and Clerical Personnel	MAG will be collecting data on the various secretarial panels to facilitate undertaking a 6-month comparative study.	April 1979

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